

# **CITY OF BELMONT**

## **PUBLIC WORKS SERVICES MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To oversee street, stormdrain, sewer and flood control system maintenance, construction activities and operations within the Public Works Department; to oversee the operations of the City's automotive shop; to coordinate assigned activities with other divisions, outside agencies and the general public, and to provide highly responsible and complex staff assistance to the Public Works Director/City Engineer.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Director/City Engineer. Exercises direct supervision over lower level maintenance staff.

**ESSENTIAL FUNCTION STATEMENTS** - *Essential responsibilities and duties may include, but are not limited to, the following:*

1. Plan, organize, and direct the staffing and operational activities for Public Works programs including maintenance, construction and repair of City street, sewer and flood control systems, and maintenance, servicing, and repair of City vehicles and equipment.
2. Develop goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Develop, direct, coordinate and review the work plan for assigned public works services and activities; assign work activities and projects; monitor work flow, review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversee the maintenance and repair of the City's street systems including pavement and curb repair, drainage, painting and signs.
6. Oversee the maintenance and repair of the City's sewer system including sewage pumping stations, coordinate maintenance of the City flood control system and corporation yard.
7. Oversee the maintenance and repair of the City's automotive fleet, light and heavy equipment, trucks, tractors, rollers and related equipment.
8. Investigate public complaints and claims against the City related to public works programs; perform field work and inspect pump stations as needed.
9. Review plans and provide input on City specifications for projects including sewer and pump station rehabilitation.
10. Select, train, motivate and evaluate maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
11. Develop and administer assigned program budget; forecast funds needed for staffing, equipment, materials and supplies, monitor and approve expenditures; recommend adjustments as necessary.

12. Provide staff assistance to the Public Works Director/City Engineer; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
13. Coordinate maintenance activities with those of other divisions and outside agencies and organizations.
14. Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of public works construction, maintenance and operations.
15. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of a Public Works Department including construction and maintenance of streets, curbs, gutters, sidewalks and sewers, operations, services and activities of a garage and automotive shop.
- Modern and complex principles and practices of public works maintenance and construction.
- Methods and techniques of inspection.
- Basic principles of engineering construction.
- Principles of municipal budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Modern office procedures, methods and equipment including computers.
- Operational characteristics of equipment and tools.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

- Supervise, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Interpret and explain City Public Works policies and procedures.
- Coordinate the maintenance and repair of the City's street systems including pavement and curb, drainage, painting and signs.
- Coordinate the maintenance and repair of the City's sewer and flood control systems including sewage pumping stations.
- Coordinate the maintenance and repair of the city's vehicles and equipment.
- Perform field work including inspections.
- Prepare clear and concise reports.
- Read technical plans related to public works projects.
- Supervise staff in the operation of a variety of construction equipment and tools.
- Operate office equipment including computers and supporting applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience**

Five years of responsible maintenance operations experience including two years of supervisory experience.

**Training**

Equivalent to the completion of the twelfth grade supplemented by specialized training in construction, maintenance or a related field.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS****Environmental Conditions**

Office, field and shop environment; travel from site to site; exposure to computer screens, inclement weather conditions; construction site and shop noise; work around heavy construction equipment and machinery.

**Physical Conditions**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles.